

BOARD OF COUNTY COMMISSIONERS AGENDA ITEM SUMMARY

Meeting Date: March 16, 2005

Division: County Administrator

Bulk Item: Yes X No

Department: County Administrator

Staff Contact Person: Sheila A. Barker

AGENDA ITEM WORDING: Approval to solicit applications for Deputy County Administrator from existing workforce and promote one and possibly two employees to that position. In the event position is not filled internally, approval to solicit applications externally.

ITEM BACKGROUND: Currently the county does not have a Deputy County Administrator Position. It is the intention to promote an existing county employee to that position (possibly two employees depending on expertise and geographical location). That employee will maintain responsibility for their current position. A sample job description is attached. A final job description will be developed based on employee selected and their area of expertise. Promoting from within will not increase overall employee count. (Salary range for Deputy Administrator (\$75,748 - \$121,197). The intent is to have routine items handled by the Deputy County Administrator leaving the County Administrator to direct major items and to implement his Goals and Objectives as adopted by the County Commissioners.

PREVIOUS RELEVANT BOCC ACTION: None

CONTRACT/AGREEMENT CHANGES: N/A

STAFF RECOMMENDATIONS: Approval

TOTAL COST: \$15,000-\$30,000 _____ **BUDGETED:** Yes ___ No X
(if both positions filled internally)

COST TO COUNTY: \$15,000-\$30,000 **SOURCE OF FUNDS:** Anticipated Ad Valorem

REVENUE PRODUCING: Yes ___ No X AMOUNT PER MONTH ___ Year ___

APPROVED BY: County Atty ____ OMB/Purchasing ____ Risk Management ____

DIVISION DIRECTOR APPROVAL:

Thomas J. Willi

DOCUMENTATION: Included _____ Not Required _____

DISPOSITION: _____

AGENDA ITEM #

MONROE COUNTY

JOB DESCRIPTION

Position Title: DEPUTY COUNTY ADMINISTRATOR

Date: 02/01/2005

Position Level: 15

FLSA Status: Exempt

Class Code: 16-1

GENERAL DESCRIPTION

This position is a Deputy to the Chief Administrative Official of the County. This is complex managerial and administrative work assisting the County Administrator in carrying out the functions and activities necessary for the effective and efficient operation of the County. These duties can be in addition to performing senior management oversight to specific division and/or department responsibilities.

KEY RESPONSIBILITIES

1. *Responsible for upholding County policies and procedures and providing advice and direction to County Staff.
2. Assist County Administrator with development and/or implementation of broad County plans, goals and objectives.
3. Responsible for providing guidance and direction to subordinate directors and managers to ensure follow-up in resolving problems or obtaining information.
4. Interact with the press, public and interest organizations in the absence of the County Administrator.
5. Assist County Administrator with budget preparation and presentation to the Board of County Commissioners.
6. *Responsible for decision making and administration of specific personnel issues.
7. Oversee specific division and/or department responsibilities as assigned.
8. Acts as a liaison between the County Administrator and various Department Directors.
9. Performs other related duties as required.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Draft

Position Title: DEPUTY COUNTY ADMINISTRATOR	Class Code: 16-1	Position Level: 15
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KEY JOB REQUIREMENTS	
<i>Education:</i>	Master's Degree required. Major(s) required: Public Administration, Business Administration or related field.
<i>Experience:</i>	Seven to ten years
<i>Impact of Actions:</i>	The position has primary responsibility for the long-range future of Monroe County and affects operations beyond the scope of Monroe County government.
<i>Complexity:</i>	Multifaceted: Work is broad in scope covering virtually the entire County's operations. Policy, procedure, and precedent are created and/or approved by this position. Problem solving requires understanding and evaluation of the impact on the County.
<i>Decision Making:</i>	Multifaceted: Supervision is present on a limited time basis to review broad objectives. Independent judgment is required to review and approve major recommendations, establish procedures, and coordinate technical and administrative recommendations with County-wide policies.
<i>Communication with Others:</i>	Requires continuing internal and external contacts involving difficult formal negotiations calling for well-developed sense of timing and strategy and detailed explanation and interpretation of policies, rules and regulations and managing relationships at the highest level.
<i>Managerial Skills:</i>	Responsible for supervising multiple functions, with full responsibility for effective operation and result.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On Call 24 hours pending disasters.
<i>Other:</i>	Must possess qualifications for membership in professional association such as International City Management Association (ICMA), and certifications within their area of concentration.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____